DAC Membership

NAME: _____

JOB TITLE: _____

JOB SERIES:_____

CAREER FIELD: _____

PLFA:_____

SUBJECT: Request for Membership in the Defense Acquisition Corps

THRU: Servicing Office of Civilian Personnel

TO: CAH

1. I, (Name)_____ request membership in the Defense Acquisition Corps.
2. I meet the requirements for acquisition corps membership by using the following criteria (check any applicable criteria):

A. EXPERIENCE

- ☐ Employed in a position at the grade of GS/GM-13 or above.
- ☐ Have 4 years experience on an acquisition position in the Department of Defense or in a comparable position in industry or Government as of the date of this application.

B. EDUCATION

- ☐ Have a baccalaureate degree from an accredited educational institution authorized to grant baccalaureate degrees; and
- ☐ Have 24 semester credit hours (or the equivalent) of study from an accredited institution of higher education from among the disciplines of: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization management; or
- ☐ Have 24 semester credit hours (or the equivalent) from an accredited institution of higher education in the person's career field and 12 semester credit hours (or the equivalent) from such an institution from among the disciplines listed above;
- ☐ Or, as of 1 October 1991 have at least 10 years experience in acquisition positions or comparable positions in other Government agencies or the private sector;
- ☐ Or, on 1 October 1991 did not meet the 10 years experience and the education requirements, but occupied an acquisition position. However, has passed DANTES examination(s) considered acceptable by accredited institutions of higher education for academic credit in the disciplines above or has completed 24 semester credit hours of education in the disciplines above. May use

any non-duplicating combination of examinations and academic credit to equal the required semester credit hours. Alternatively, may have 24 semester hours in person's career field and 12 semester hours from the disciplines listed above.

C. MANDATORY TRAINING

☐ Have completed all Level II or III mandatory courses of the career field;
☐ Have completed approved equivalent courses for Level II or III of the career field;
☐ Have approved DD Form 2518, Fulfillment of DoD Mandatory Training Requirement, for Level II or Level III.

D. WAIVERS

☐ I am requesting a waiver from the DLA Acquisition Career Program Board. DD Form 2588, Department of Defense Acquisition Corps-Waiver Request, is attached.

3. I am enclosing all the application material.
4. To the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.

_____ _____

SIGNATURE DATE